TO: **CCSDS & ISO/SC-13 Heads-of-Delegation**
                     CCSDS Points--of-Contact

FROM: **Masami Kashimoto, NASDA/CCSDS**

SUBJECT: **Logistics Package.**

Dear Colleagues:

This document invites you and encloses information intended to orient you in your planning to participate in the upcoming meetings under the schedule provided below, hosted by the National Space Development Agency of Japan (NASDA), at the NASDA HQ in Hamamatsu-cho, Tokyo, Japan, in the current year:

1. CCSDS Management Council (MC) meeting, on June 8 and 9 (morning);

2. ISO/TC-20/Sub-Committee 13 meeting, on June 9 (afternoon).

I would like to let you know that I would be pleased to send you a personal invitation from my agency, if necessary, for the purpose of processing your request for travel to these meetings. Please let me know at your earliest convenience if that is necessary.

The enclosed information covers the following topics:

- REGISTRATION FORM;
- CONFIRMATION FORM;
- ACCOMODATIONS;
- TRANSPORTATIONS;
- MAPS.

I hope you will join our effort in making the planned events at NASDA, in Tokyo, successful to the maximum possible extent.

Sincerely.

Masami Kashimoto
NASDA Subhead-of-Delegation to CCSDS

- REGISTRATION FORM -

NAME:

_____

AGENCY:

_____

MAIL ADDRESS:

_____

PHONE(S):

FAX(es)   :

E-MAIL   :

_____

OTHER PEOPLE ACCOMPANYING YOU (Wife, husband, other):

_____

PLAN-TO-ATTEND THE FOLLOWING EVENT(S),

CCSDS Management Council (MC) Meeting,   Yes / No: _____ ;
ISO/TC-20/SC-13 Meeting,   Yes / No: _____ ;
Recepation (June 8),   Yes / No: _____ , (Num.of your companions: _____).
_____

COMMENTS:

_____

Please, send this form filled with your personal data at your (very) **first** opportunity to -**both-** addresses, via regular mail, fax (preferably) or E-mail (pref.), because it will help NASDA and the CCSDS Secretariat in planning its organizational resources for the meetings.

Masami Kashimoto   David L. Townley
(NASDA CCSDS Secretariat) / CCSDS & ISO   CCSDS Secretariat
Tracking Network Technology Dept.,   NASA Headquarters, Code MG
Tsukuba Space Center   Washington, DC 20546-0001

2-1-1 Sengen
Tsukuba-city, Ibaraki 305-8505, Japan
PHONE: + 81-298-52-2349
FAX   : + 81-298-51-2326
E-Mail : NASDACCS@rd.tksc.nasda.go.jp

USA
PHONE: + 1-202-358-4818
FAX   : + 1-202-358-2830
E-Mail :david.townley@hq.nasa.gov

- *CONFIRMATION FORM* -

IMPORTANT NOTICE: Please, send this form by **FAX and/or E-Mail** -no- later than **MAY 18, 1998 (Monday)** to **-both-** addresses, as follows:

Masami Kashimoto   David L. Townley
(NASDA CCSDS Secretariat) / CCSDS & ISO   CCSDS Secretariat
Tracking Network Technology Dept.,   NASA Headquarters, Code MG
Tsukuba Space Center   Washington, DC 20546-0001
2-1-1 Sengen   USA
Tsukuba-city, Ibaraki 305-8505, Japan   PHONE: + 1-202-358-4818
PHONE: + 81-298-52-2349   FAX   : + 1-202-358-2830
FAX   : + 81-298-51-2326   E-Mail :david.townley@hq.nasa.gov
E-Mail : NASDACCS@rd.tksc.nasda.go.jp

NAME:
_____

AGENCY:
_____

ARRIVAL FLIGHT N$^{o.}$ / DAY & TIME OF ARRIVAL/AIRPORT/CITY:

_____

HOTEL NAME/CHECK -IN &- OUT DAY & TIME (approx.), in Tokyo:

_____

OBSERVATION(S):

_____

- ACCOMODATIONS -

IMPORTANT NOTICE:
All participants must make their own reservations, in advance, **directly** with the hotel or with their reservation service. When you request reservations at the **Shiba Park Hotel** or **Tokyo Grand Hotel,** please mention to the resevation receptionist that you are attending the **ëCCSDS and ISO Meetings hosted by NASDAí**. This should facilitate finalizing your reservation more quickly. If you will be staying at Hotel Inter-Continental Tokyo Bay or Ginza Dai-ichi Hotel to attend Space OPS98, you can extend your stay for the CCSDS meeting at the Space OPS98 rate.

Hotel List:

1. **Shiba Park Hotel**
> Address: 5-10, 1 chome, Shiba-koen, Minato-ku, Tokyo 105, Japan.
> Phone: +81-3-3433-4141 (outside Japan)
> Fax: +81-3-5470-7519 (outside Japan)
> Hotel Rates: Single Apt.   : 15,384 yen (NASDA rate)
>   Twin Apt.   : 22,869 yen (Two persons use, NASDA rate)
>   Double Apt.   : 18,175 yen (Single use, NASDA rate)
> Access to the Site: About 10 min. walk

2. **Tokyo Grand Hotel**
> Address: 5-3, 2 chome, Shiba, Minato-ku, Tokyo 105, Japan.
> Phone: +81-3-3456-2222 (outside Japan)
> Fax: +81-3-3454-1022 (outside Japan)
> Hotel Rates: Single Apt.   : 12,012 yen (NASDA rate)
>   Twin Apt.   : 18,480 yen (Two persons use, NASDA rate)
>   Double Apt.   : 21,252 yen (Two persons use, NASDA rate)
> Access to the Site: About 13 min. walk

3. **Hotel Inter-Continental Tokyo Bay**
> Address:16-2, Kaigan 1-chome, Minato-ku, Tokyo 105, Japan
> Phone: +81-3-5404-2222 (outside Japan)
> Fax: +81-3-5404-2111 (outside Japan)
> Hotel Rate: Twin Apt.   : 24,500 yen (Single use for twin room, Space OPS rate)
> Access to the Site:About 10 min. walk

4. **Ginza Dai-ichi Hotel**
> Address: 8-13-1, Ginza, Chuo-ku, Tokyo 104, Japan
> Phone: +81-3-3542-5311 (outside Japan)
> Fax: +81-3-3542-3030 (outside Japan)
> Hotel Rate: Single Apt.   : 16,000 yen (Single use, Space OPS rate)
> Access to the Site: About 10 min. using JR(Japan Railway) from Shinbashi station.

The hotel rates include a 10% service charge and consumption tax.
Breakfast is **NOT** included.

- TRANSPORTATION -

IMPORTANT NOTICE:
All participants must make their own arrangements for transportation from their airport of arrival to/from their hotel accomodation, in Tokyo. You will find some options for transportation as follows. Please, choose the one most convenient for you.

1.Limousine Bus

  Direct to the hotel: **Hotel Inter-Continental Tokyo Bay** or **Ginza Dai-ichi Hotel**,

   To Hotel Inter-Continental Tokyo Bay
     (You need to get on the Limousine Bus bound for the hotels in Takeshiba area and seaside subcenter of
      Tokyo area., Fare: 3,000 yen, Time: About 80 min. Attention: There is no service provided on this line
        before 3:00 PM.)

   To Ginza Dai-ichi Hotel
      (You need to get on the Limousine Bus bound for the hotels in Ginza area., Fare: 3,000 yen, Time: About
       80min.)

   Near the hotel: **Shiba Park Hotel** or **Tokyo Grand Hotel**,
     You need to get on the Limousine Bus bound for the hotels in Shiba area.
     You get off at the Tokyo Prince Hotel.(Fare: 3,000 yen, Time: About 100 min.)
     It is about 10~15 min. on foot from the Tokyo Prince Hotel to either the **Shiba Park** or **Tokyo Grand**
        hotels.

   To **Tokyo Station** by Limousine Bus.(Fare: 3,000 yen, Time: About 80 min.)
     You can go to the hotel by taxi or to the Hamamatu-cho station (the nearest station from the hotels) by train
(JR).

2.Train

JR (Japan Railway)

  From **Narita Airport** station to **Tokyo** station
    Narita Express (Fare: 2,940 yen, Time: About 60 min.)
    Soubu line -Airpot Narita- (Fare: 1,280 yen, Time: About 90 min.)
     You need to change trains at the Tokyo station.

  From **Tokyo** station to **Hamamatsu-cho** station
    Yamanote line (Fare: 150 yen, Time: About 5 min.)

Keisei Line

  From **Narita Airport** station to **Keisei-Ueno** station
    Skyliner (Fare:1,920 yen, Time: About 60 min.)

 From **Ueno** staion to Hamamatu-cho staion
     You need to change to Yamanote line (**JR**)(Fare: 160 yen, Time: About 13 min.)

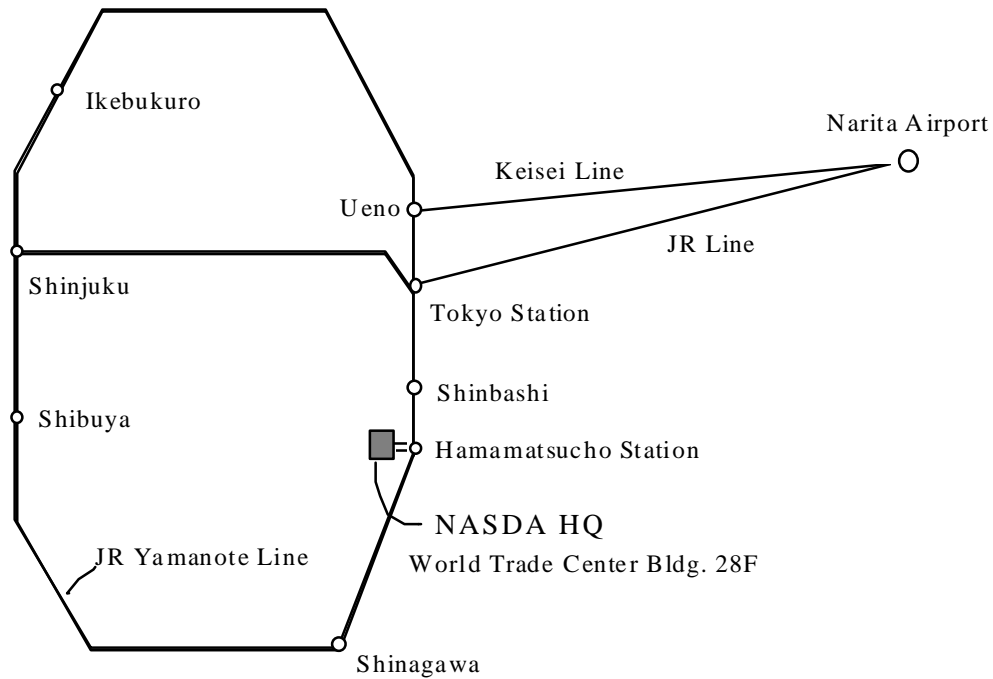 From the **Hamamatsu-cho** train station you can go to the hotel by taxi or on foot.

  You can find information for hotels concerned with SpaceOPS98 at the following URL.

<http://www.homepage.co.jp/jsforum/space/menu/index.htm>
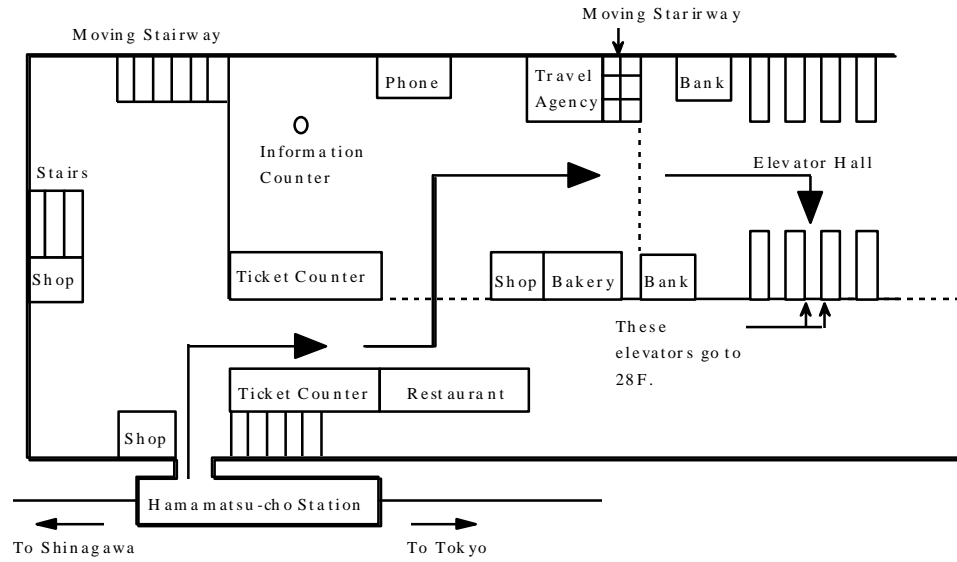
- *MAPS* -

1.Traffic Information to NASDA HQ.

Head quarters---

National Space Development Agency of Japan (NASDA)
World Trade Center Bldg., 2-4-1, Hamamatsu-cho, Minato-ku, Tokyo 105-

6127

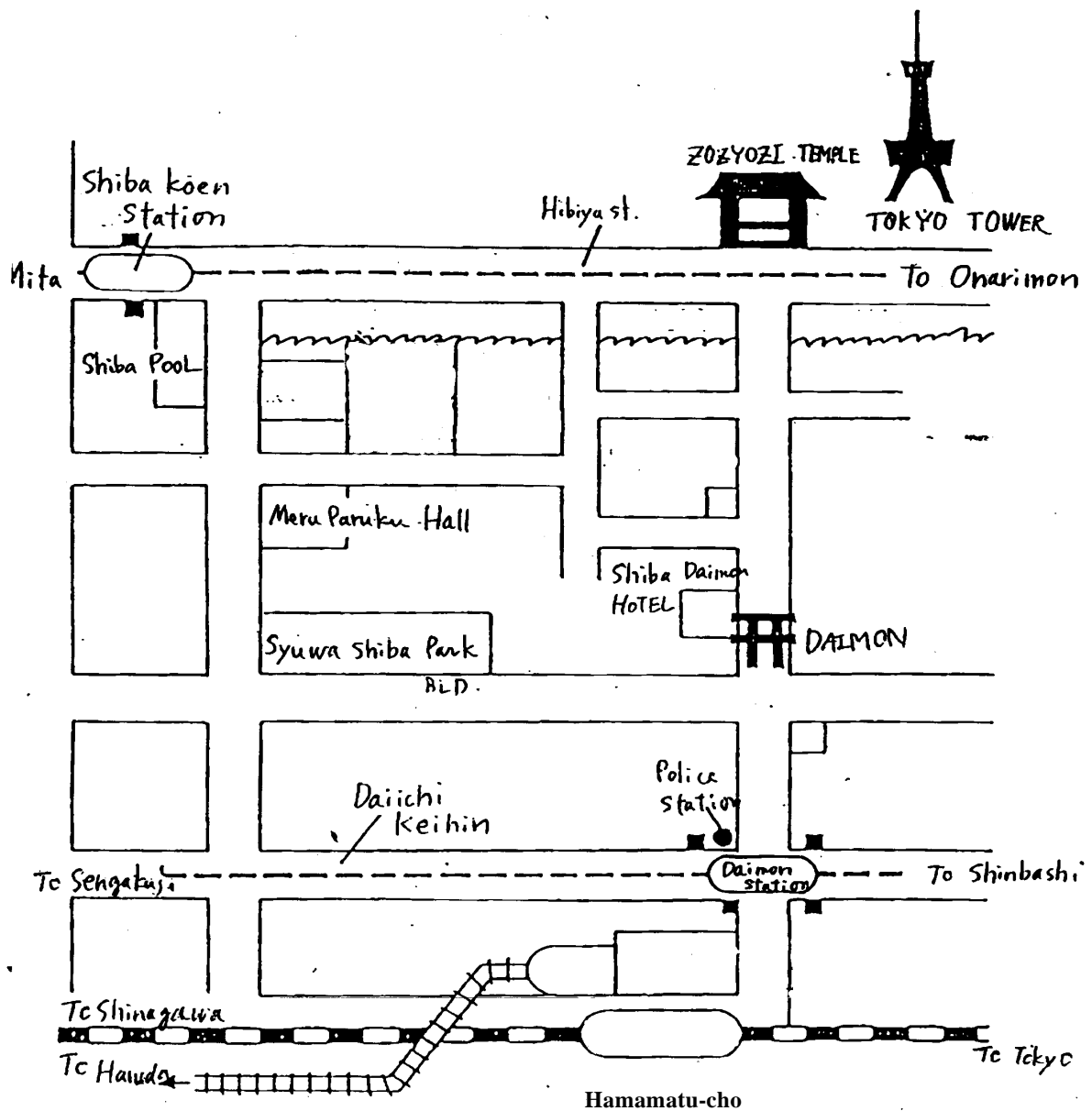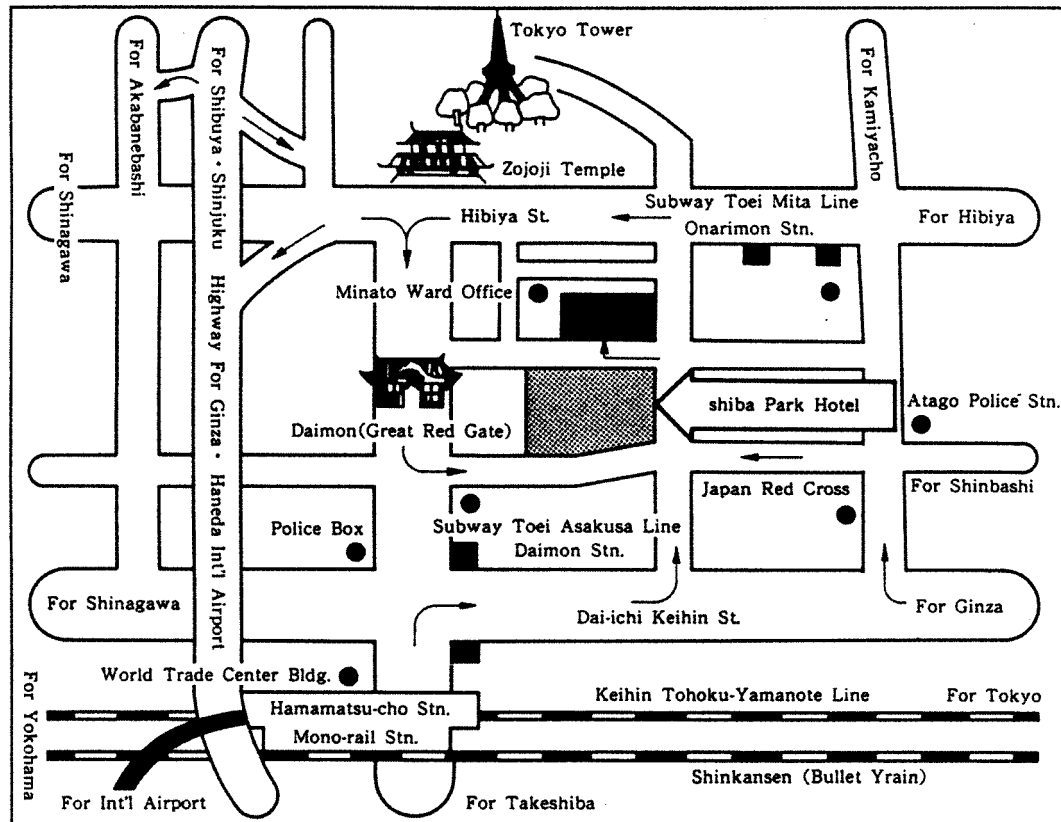Phone: 81-3-3438-6000 , Fax: 81-3-5402-6512

World Trade Center Bldg. (2F)

Moving Stairway

Moving Starirway

Phone

Travel Agency

Bank

Stairs

Information Counter

Elevator Hall

Shop

Ticket Counter

Shop   Bakery   Bank

These elevators go to 28F.

Ticket Counter   Restaurant

Shop

Hamamatsu-cho Station

To Shinagawa

To Tokyo

2.Around of World Trade Center Bldg.(NASDA HQ).

Shiba köen Station

ZOZYOZI TEMPLE

Hibiya st.

TOKYO TOWER

Mita

To Onarimon

Shiba Pool

Meru Paruku Hall

Shiba Daimon HOTEL

DAIMON

Syuwa shiba Park BLD.

Daiichi Keihin

Police Station

To Sengakuji

Daimon Station

To Shinbashi.

To Shinagawa

To Haneda

To Tokyo

Hamamatu-cho

- Hotel Maps -

1. Shiba Park Hotel:

2. Tokyo Grand Hotel:
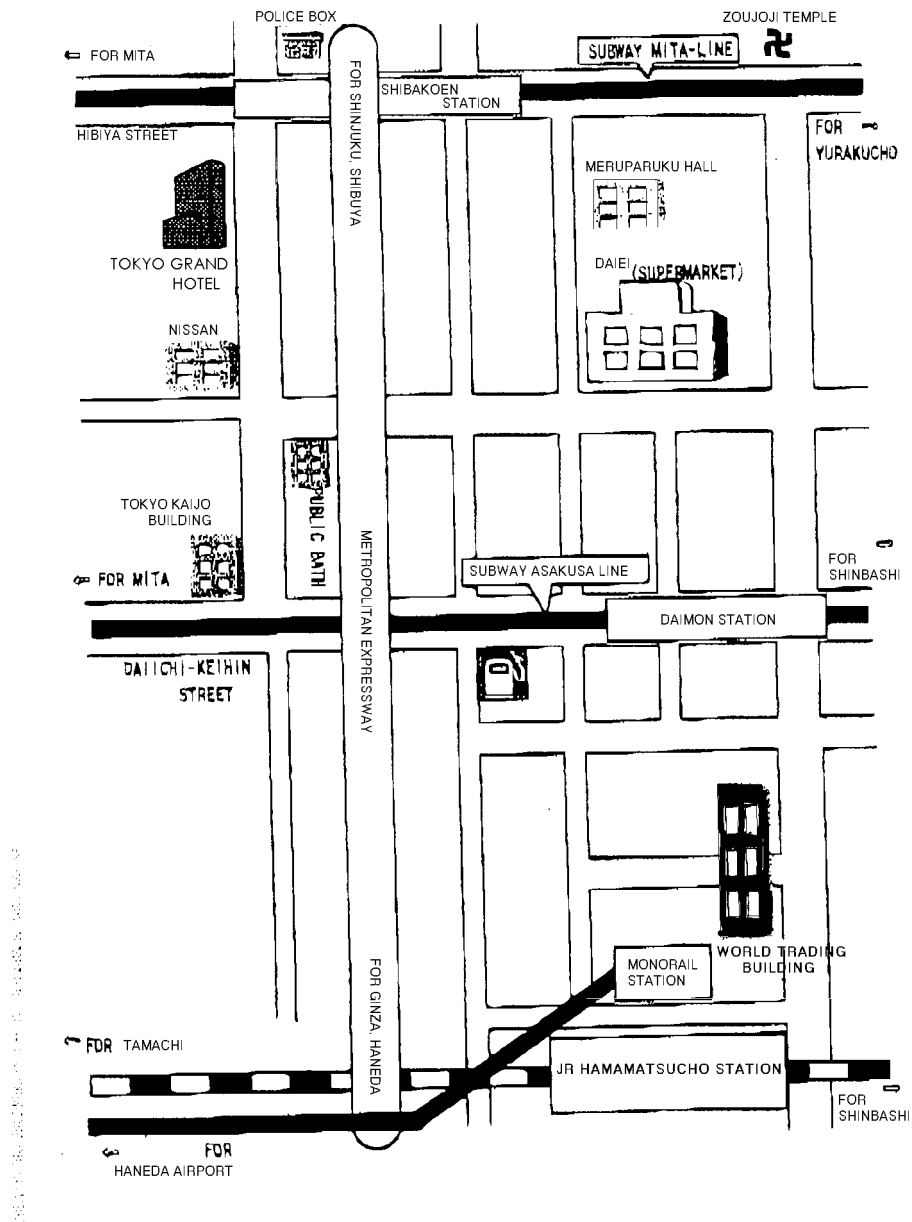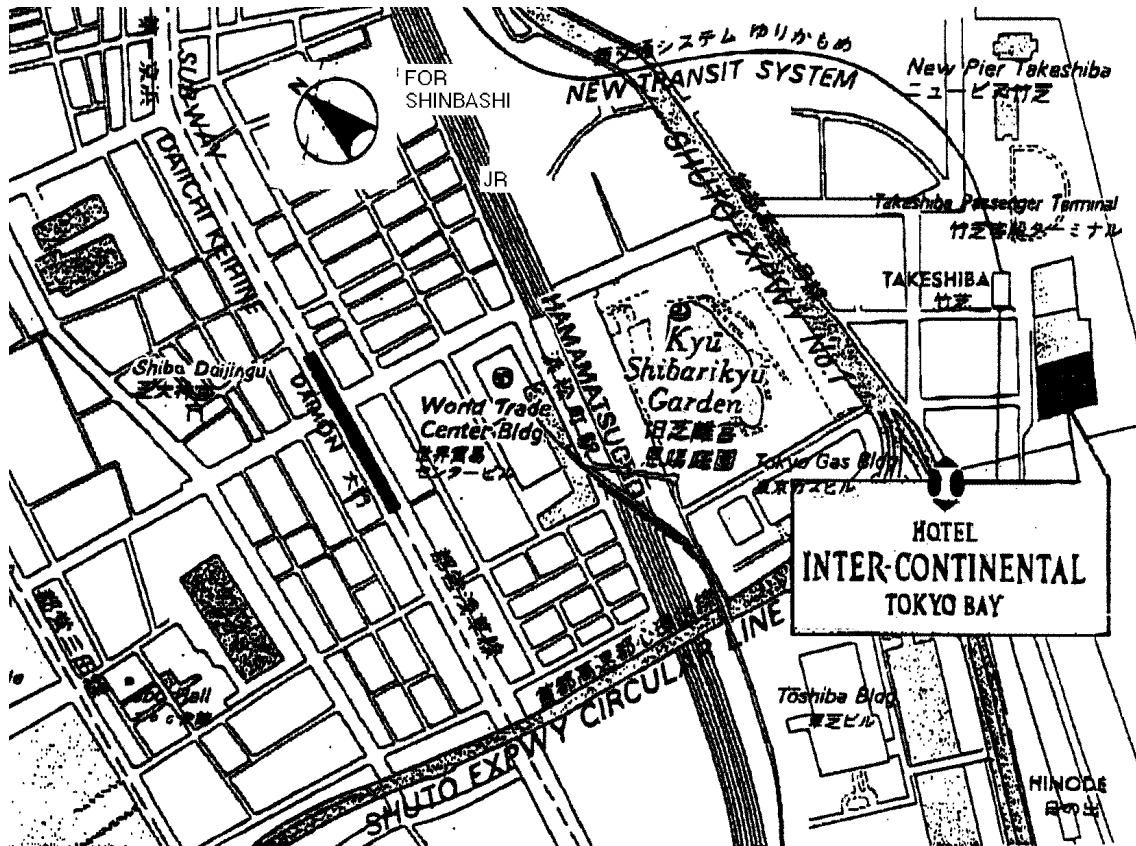
3. Hotel Inter-Contintental Tokyo Bay:

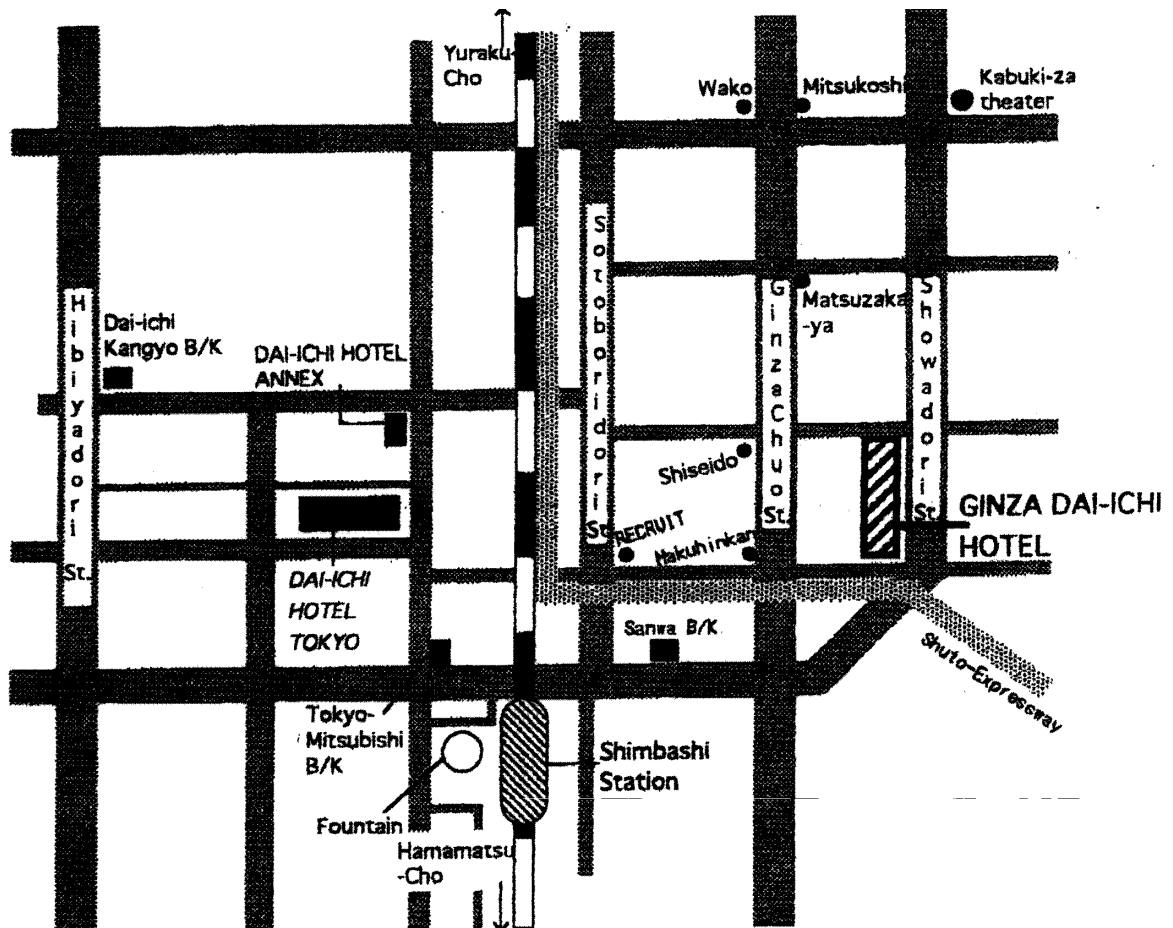You can know information of hotels concerned with SpaceOPS at following URL.
<http://www.homepage.co.jp/jsforum/space/menu/index.htm>

4. Ginza Dai-ichi Hotel:

You can know information of hotels concerned with SpaceOPS at following URL.
<http://www.homepage.co.jp/jsforum/space/menu/index.htm>